

# **Billing Workshop**

# **Non-Emergency Transportation**

Colorado Medicaid  
2014







Centers for  
Medicare &  
Medicaid  
Services

Department of  
Health Care Policy  
and Financing



**Medicaid**

Medicaid/CHP+  
Medical Providers



Xerox State  
Healthcare





# Training Objectives

- Billing Pre-Requisites
  - National Provider Identifier (NPI)
    - What it is and how to obtain one
  - Eligibility
    - How to verify
    - Know the different types
- Billing Basics
  - How to ensure your claims are timely
  - When to use the CMS 1500 paper claim form
  - How to bill when other payers are involved





# What is an NPI?

- National Provider Identifier
- Unique 10-digit identification number issued to U.S. health care providers by CMS
- All HIPAA covered health care providers/organizations must use NPI in all billing transactions
- Are permanent once assigned
  - Regardless of job/location changes





# What is an NPI?

- How to Obtain & Learn Additional Information:
  - CMS web page (paper copy)-
    - [www.dms.hhs.gov/nationalproidentstand/](http://www.dms.hhs.gov/nationalproidentstand/)
  - National Plan and Provider Enumeration System (NPPES)-
    - [www.nppes.cms.hhs.gov](http://www.nppes.cms.hhs.gov)
  - Enumerator-
    - 1-800-456-3203
    - 1-800-692-2326 TTY





# NEW! Department Website

1.

<https://www.colorado.gov/hcpf>

[www.colorado.gov/hcpf](https://www.colorado.gov/hcpf)

**COLORADO**

Department of Health Care  
Policy & Financing

Home

For Our Members

For Our Providers

For Our Stakeholders

For Our Partners

2.

For Our Providers

We administer Medicaid, Child Health Plan *Plus*, and other health care programs for Coloradans who qualify.

Explore  
Benefits



Apply  
Now



Find  
Doctors



Get  
Help



**Feeling Sick?**

For medical advice, call the Nurse Line:

**800-283-3221**



**Get Covered.  
Stay Healthy.**

[colorado.gov/health](https://colorado.gov/health)

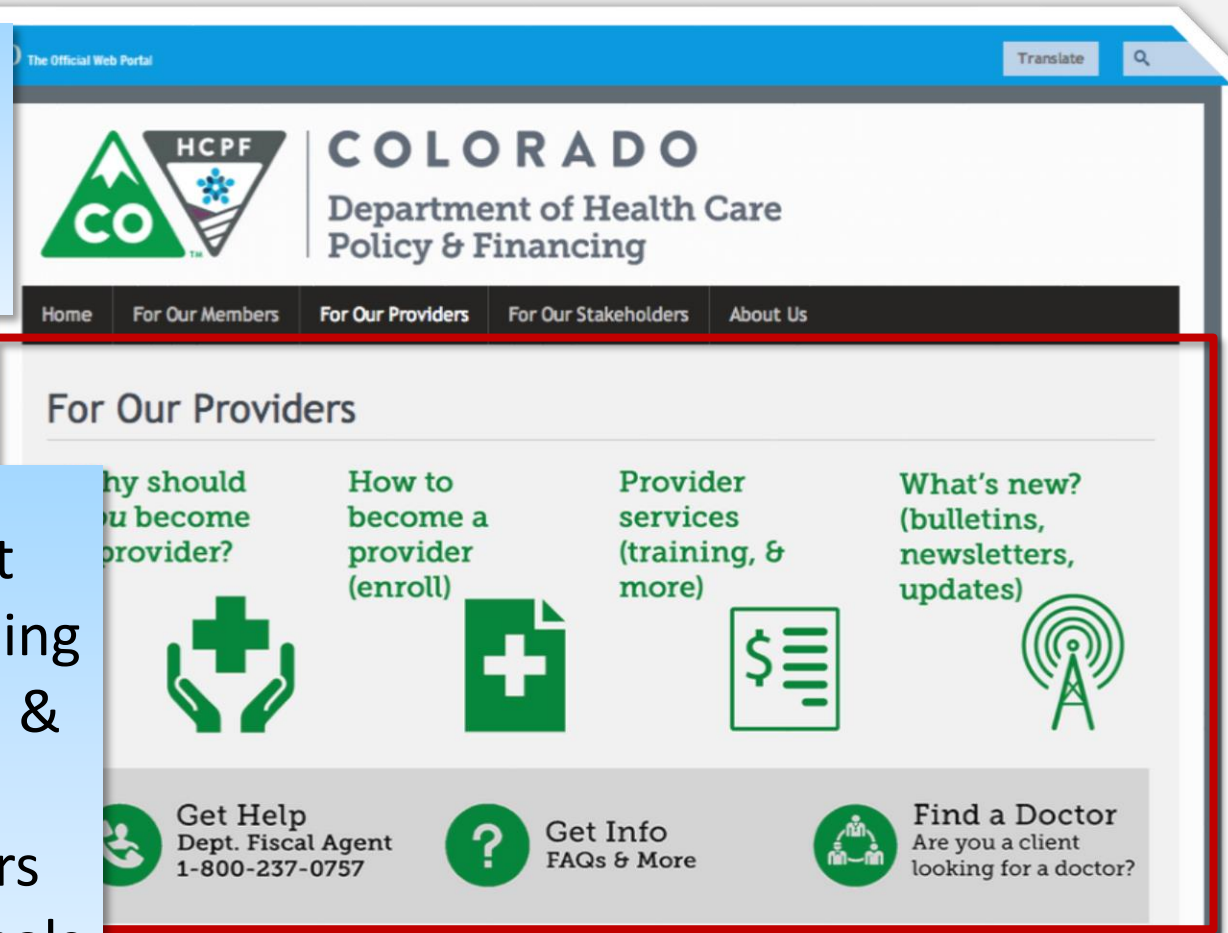


# NEW! Provider Home Page

Find what  
you need  
here



Contains important  
information regarding  
Colorado Medicaid &  
other topics of  
interest to providers  
& billing professionals





# Provider Enrollment

## Question:

What does Provider Enrollment do?



## Answer:

Enrolls providers into the Colorado Medical Assistance Program, not members

## Question:

Who needs to enroll?



## Answer:

Everyone who provides services for Medical Assistance Program members





# Rendering Versus Billing

## Rendering Provider

- Individual that provides services to a Medicaid member



## Billing Provider

- Entity being reimbursed for service





# Verifying Eligibility

- Always print & save copy of eligibility verifications
- Keep eligibility information in member's file for auditing purposes
- Ways to verify eligibility:



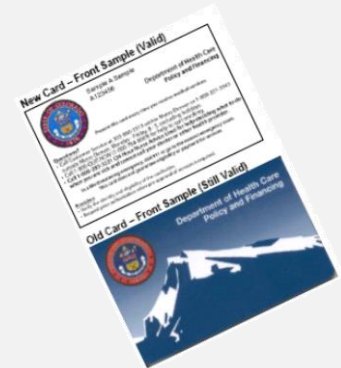
Web Portal



Fax Back  
1-800-493-0920



CMERS/AVRS  
1-800-237-0757



Medicaid ID Card  
with Switch  
Vendor



# Eligibility Response Information

- Eligibility Dates
- Co-Pay Information
- Third Party Liability (TPL)
- Prepaid Health Plan
- Medicare
- Special Eligibility
- BHO
- Guarantee Number





# Eligibility Request Response (271)

[Print](#)[Return To Eligibility Inquiry](#)

**Eligibility Request**

Provider ID:      National:

From DOS:      Through:

**Client Detail**

State ID:      DOB:

Last Name:      First:

CO MEDICAL ASSISTANT

Response Creation Date & Time: 05/06/2011 10:00:00 AM

[Contact Information for Questions or Comments](#)

Provider Relations Number: 800-237-2000

[Requesting Provider](#)

Provider ID:      Name:

[Client Details](#)

Name:      State ID:

[Client Eligibility Details](#)

Eligibility Status: **Eligible**

Eligibility Benefit Date: 04/06/2011 - 04/06/2011

Guarantee Number: **111400000000**

Coverage Name: Medicaid

**PREPAID HEALTH PLAN OR ACCOUNTABLE CARE COLLABORATIVE**

Eligibility Benefit Date: 04/06/2011 - 04/06/2011

Messages:

**MHPROV Services**

Provider Name: **COLORADO HEALTH PARTNERSHIPS LLC**

Provider Contact Phone Number: 800-804-5008

Information appears in sections (Requesting Provider, Member Details, Member Eligibility Details, etc.). Use the scroll bar to the right to view more details.

A successful inquiry notes a Guarantee Number. Print a copy of the response for the member's file when necessary.

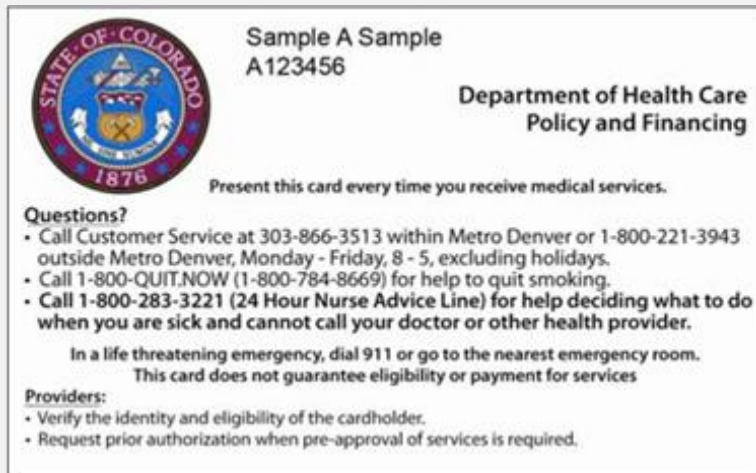
As a reminder, information received is based on what is available through the Colorado Benefits Management System (CBMS). Updates may take up to 72 hours.





# Medicaid Identification Cards

- Both cards are valid
- Identification Card does not guarantee eligibility





# Medicare-Medicaid Enrollees

- Eligible for both Medicare & Medicaid
- Formerly known as “Dual Eligible”
- Medicaid is always **payer of last resort**
  - Bill Medicare first for Medicare-Medicaid Enrollee members
- Retain proof of:
  - **Submission to Medicare prior to** Colorado Medical Assistance Program
  - Medicare denials(s) for **six years**





# Billing Overview

- Record Retention
- Claim submission
- Prior Authorization Requests (PARs)
- Timely filing
- Extensions for timely filing





# Record Retention

- Providers must:
  - Maintain records for at least 6 years
  - Longer if required by:
    - Regulation
    - Specific contract between provider & Colorado Medical Assistance Program
  - Furnish information upon request about payments claimed for Colorado Medical Assistance Program services





# Record Retention

- Medical records must:
  - Substantiate submitted claim information
  - Be signed & dated by person ordering & providing the service
    - Computerized signatures & dates may be used if electronic record keeping system meets Colorado Medical Assistance Program security requirements





# Submitting Claims

- Methods to submit:
  - Electronically through **Web Portal**
  - Electronically using **Batch Vendor, Clearinghouse, or Billing Agent**
  - **Paper** only when
    - Pre-approved (consistently submits less than 5 per month)
    - Claims require attachments





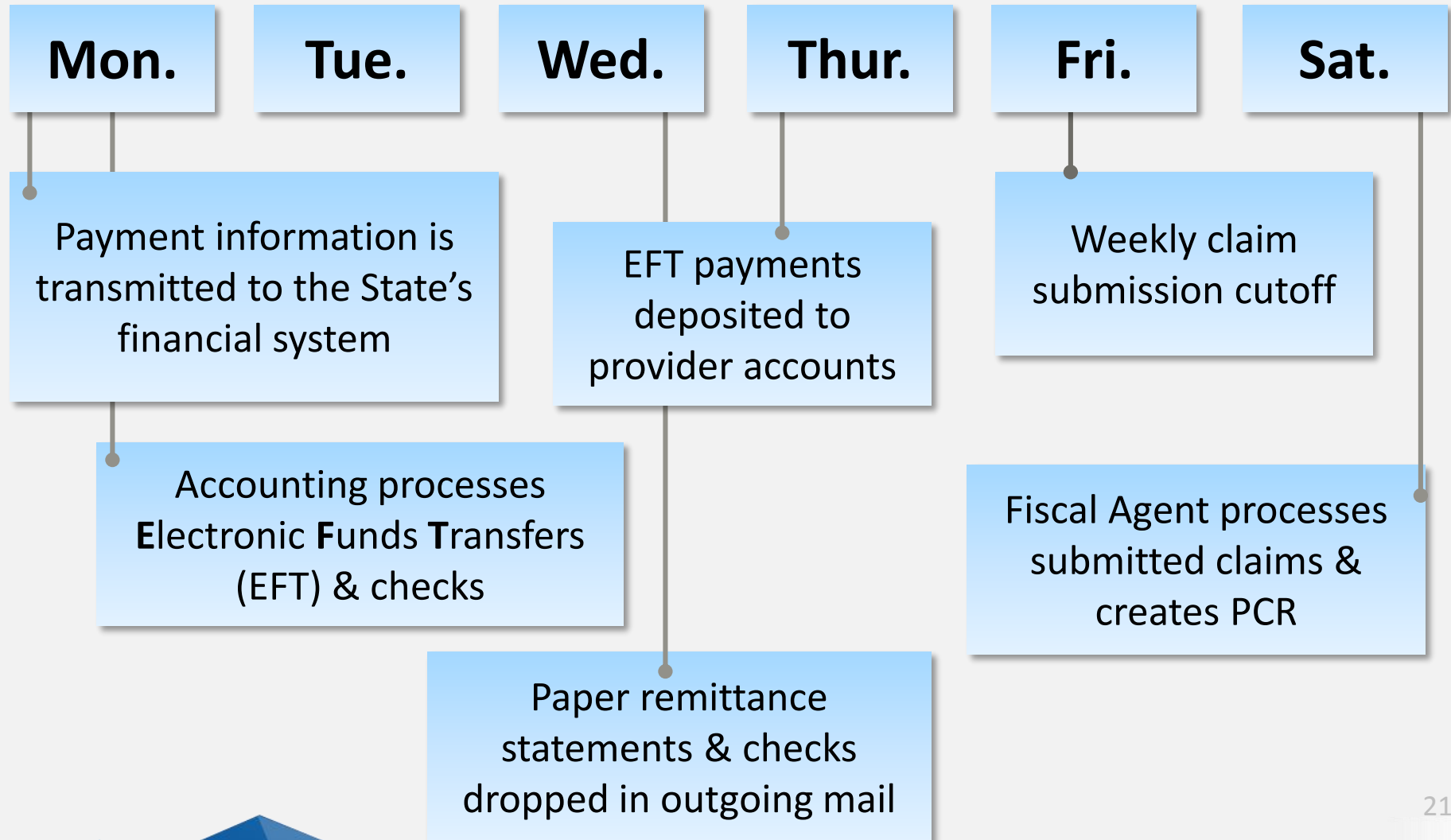
# ICD-10 Implementation Delay

- ICD-10 Implementation delayed until 10/1/2015
  - ICD-9 codes: Claims with Dates of Service (DOS) on or before 9/30/15
  - ICD-10 codes: Claims with DOS 10/1/2015 or after
  - Claims submitted with both ICD-9 and ICD-10 codes will be rejected





# Payment Processing Schedule





# Electronic Funds Transfer (EFT)

- Several Advantages:

- Free!
- No postal service delays
- Automatic deposits every Friday
- Safest, fastest & easiest way to receive payments
- Located in Provider Services Forms section on Department website





# PARs Reviewed by ColoradoPAR

- With the exception of Waiver and Nursing Facilities:
  - ColoradoPAR processes all PARs including revisions
  - Visit [coloradopar.com](http://coloradopar.com) for more information

## **Mail:**

Prior Authorization Request  
55 N Robinson Ave., Suite 600  
Oklahoma City, OK 73102

## **Phone:**

1.888.454.7686

## **FAX:**

1.866.492.3176

## **Web:**

[ColoradoPAR.com](http://ColoradoPAR.com)





# Electronic PAR Information

- PARs/revisions processed by the ColoradoPAR Program must be submitted via CareWebQI ([CWQI](#))
- The ColoradoPAR Program will process PARs submitted by phone for:
  - emergent out-of-state
  - out-of area inpatient stays
  - e.g. where the patient is not in their home community and is seeking care with a specialist, and requires an authorization due to location constraints





# PAR Letters/Inquiries

- Continue utilizing Web Portal for PAR letter retrieval/PAR status inquiries
- PAR number on PAR letter is only number accepted when submitting claims
- If a PAR Inquiry is performed and you cannot retrieve the information:
  - contact the ColoradoPAR Program
  - ensure you have the right PAR type
  - e.g. Medical PAR may have been requested but processed as a Supply PAR





# Transaction Control Number

## Receipt Method

0 = Paper  
2 = Medicare Crossover  
3 = Electronic  
4 = System Generated

## Batch Number

## Document Number

0 14 129 00 150 0 00037

## Year of Receipt

## Julian Date of Receipt

## Adjustment Indicator

1 = Recovery  
2 = Repayment





# Timely Filing

- 120 days from Date of Service (DOS)
  - Determined by date of receipt, not postmark
  - PARs are not proof of timely filing
  - Certified mail is not proof of timely filing
  - Example – DOS January 1, 20XX:
    - Julian Date: 1
    - Add: 120
    - Julian Date = 121
    - Timely Filing = Day 121 (May 1st)





# Timely Filing

## From “through” DOS

- Nursing Facility
- Home Health
- Waiver
- In- & Outpatient
- UB-04 Services

## From DOS

- FQHC Separately Billed and additional Services

## From delivery date

- Obstetrical Services
- Professional Fees
- Global Procedure Codes:
  - Service Date = Delivery Date



# Documentation for Timely Filing

- 60 days from date on:
  - Provider Claim Report (PCR) Denial
  - Rejected or Returned Claim
  - Use delay reason codes on 837P transaction
  - Keep supporting documentation
- Paper Claims
  - CMS 1500- Note the Late Bill Override Date (LBOD) & the date of the last adverse action in Field 19 (Additional Claim Information)





# Timely Filing – Medicare/Medicaid Enrollees

Medicare pays claim



- 120 days from Medicare payment date

Medicare denies claim



- 60 days from Medicare denial date





# Timely Filing Extensions

- Extensions may be allowed when:
  - Commercial insurance has yet to pay/deny
  - Delayed member eligibility notification
    - Delayed Eligibility Notification Form
  - Backdated eligibility
    - Load letter from county





# Extensions – Commercial Insurance

- 365 days from DOS
- 60 days from payment/denial date
- When nearing the 365 day cut-off:
  - File claim with Colorado Medicaid
    - Receive denial or rejection
  - Continue re-filing every 60 days until insurance information is available





# Extensions – Delayed Notification

- 60 days from eligibility notification date
  - Certification & Request for Timely Filing Extension – Delayed Eligibility Notification Form
    - Located in Forms section
    - Complete & retain for record of LBOD
- Bill electronically
  - If paper claim required, submit with copy of Delayed Eligibility Notification Form
- Steps you can take:
  - Review past records
  - Request billing information from member





# Extensions – Backdated Eligibility

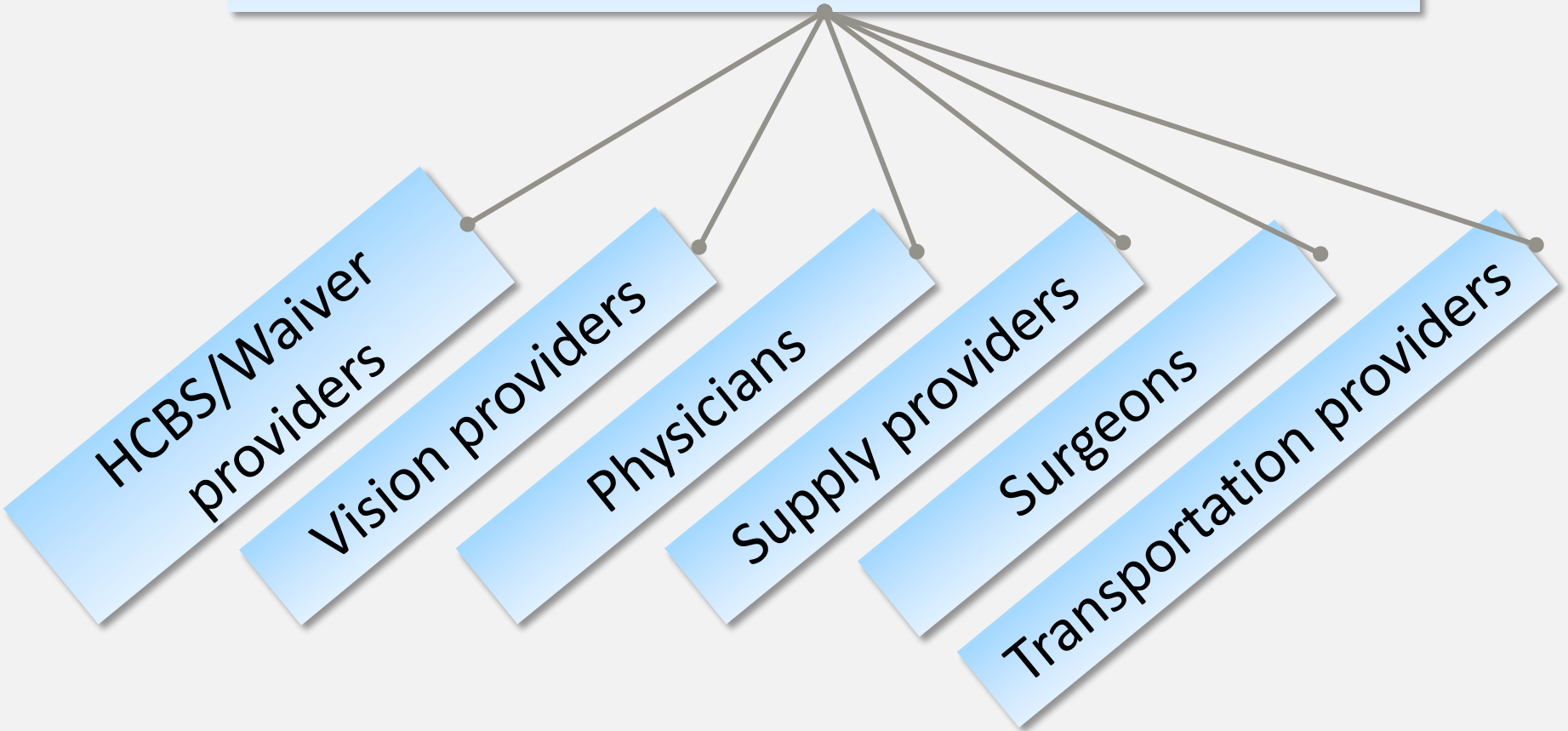
- 120 days from date county enters eligibility into system
- Report by obtaining State-authorized letter identifying:
  - County technician
  - Member name
  - Delayed or backdated
  - Date eligibility was updated





# CMS 1500

**Who completes the CMS 1500?**





# CMS 1500



## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

<input type="checkbox"/> PICA		<input type="checkbox"/> PICA	
1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA <input type="checkbox"/> RUG LUNG <input type="checkbox"/> OTHER <input type="checkbox"/> (Medicare) (Medicaid) (DoD) (Member ID) (ID#) (ID#) (ID#)		1a. INSURED'S ID. NUMBER (For Program in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE MM DD YY	
3. PATIENT'S ADDRESS (No., Street)  CITY STATE ZIP CODE TELEPHONE (Include Area Code)		4. INSURED'S NAME (Last Name, First Name, Middle Initial)  5. INSURED'S ADDRESS (No., Street)  CITY STATE ZIP CODE TELEPHONE (Include Area Code)	
6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>		7. RESERVED FOR NUCC USE	
8. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		9. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES <input type="checkbox"/> NO <input type="checkbox"/> b. AUTO ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/> PLACE (State) _____ c. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
10. OTHER INSURED'S POLICY OR GROUP NUMBER		11. INSURED'S POLICY GROUP OR FECA NUMBER MM DD YY M F	
11. RESERVED FOR NUCC USE		12. OTHER CLAIM ID (Designated by NUCC)	
12. RESERVED FOR NUCC USE		13. INSURANCE PLAN NAME OR PROGRAM NAME	
13. INSURANCE PLAN NAME OR PROGRAM NAME		14. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, complete items 9, 10, and 11.	
15. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment.) SIGNED _____ DATE _____			
16. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (LMP) MM DD YY QUAL. _____		17. OTHER DATE QUAL. _____ MM DD YY	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17a. NPI _____		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY	
18. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		19. OUTSIDE LAB? YES <input type="checkbox"/> NO <input type="checkbox"/> \$ CHARGES _____	
20. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate to service line below (24E)) ICD Ind. _____ A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____ K. _____ L. _____			
21. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY		22. B. FOCUS OF SERVICE EMG CPT/HCPCS MODIFIER	
23. C. PROCEDURES, SERVICES, OR SUPPLIES (Explain unusual circumstances)		24. D. DIAGNOSIS POINTER	
25. F. \$ CHARGES		26. G. DTS OR UNITS	
27. H. ICD-9-CM		28. I. RENDERING PROVIDER ID. #	
29. J. SIGNATURE OF PHYSICIAN OR SUPPLIER (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		30. K. BILLING PROVIDER INFO & PH # ( )	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		32. SERVICE FACILITY LOCATION INFORMATION	
33. SIGNATURE OF PHYSICIAN OR SUPPLIER (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		34. SERVICE FACILITY LOCATION INFORMATION	

NUCC Instruction Manual available at: [www.nucc.org](http://www.nucc.org)

PLEASE PRINT OR TYPE

APPROVED OMB-0938-1197 FORM 1500 (02-12)





# Emergency Transportation

- Emergency services require a physician's statement of medical necessity or trip report
  - Subject to audit for 6 years
- Emergency transportation includes:
  - Ambulance
  - Air Ambulance





# What Defines an “Emergency”?

- **Sudden, urgent, usually unexpected** occurrence or occasion requiring immediate action such that of:
  - Active labor & delivery
  - Acute symptoms of sufficient severity & severe pain-
    - Severe pain in which, the absence of immediate medical attention might result in:
      - Placing health in serious jeopardy
      - Serious impairment to bodily functions
      - Dysfunction of any bodily organ or part





# Non-Emergency Medical Transportation (NEMT)

- Non-Emergency Medical Transportation
  - Defined as transportation to and/or from a medical treatment that is not emergent in nature
    - Non-Emergency care is scheduled
  - NEMT is only available when member has no other form of transportation





# Non-Emergency Medical Transportation (NEMT)

## Types of NEMT

Mobility Vehicle

Train

Car

Wheelchair Van

Bus

Plane

Taxi

Non-emergency  
Ambulance



# Non-Emergency Medical Transportation (NEMT)

- The following are **not** benefits of Colorado Medical Assistance Program:
  - Waiting time
  - Charges when member is not in vehicle
  - Transportation when not medically necessary
  - Trips to a pharmacy (counties officially designated as “Rural” may use NEMT for trips to a pharmacy)





# Colorado Rural Counties

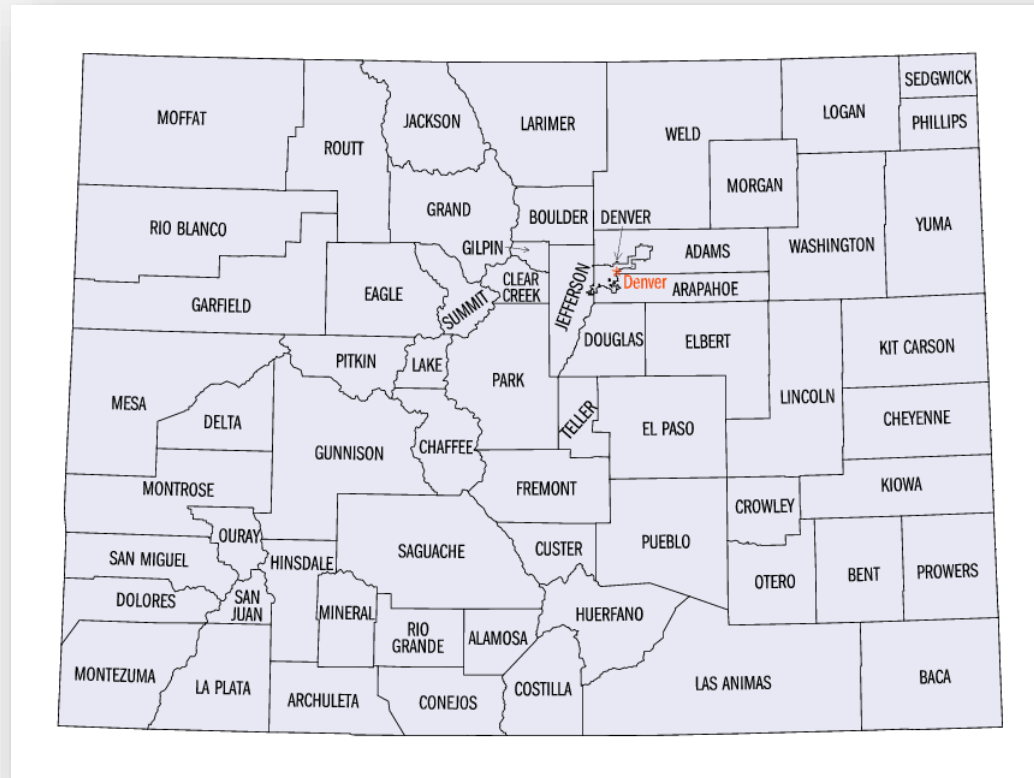
- Alamosa
- Archuleta
- Chaffee
- Conejos
- Crowley
- Delta
- Eagle
- Fremont
- Garfield
- Grand
- Lake
- La Plata
- Logan
- Montezuma
- Montrose
- Morgan
- Otero
- Ouray
- Phillips
- Pitkin
- Prowers
- Rio Grande
- Routt
- Summit





# NEMT

- NEMT is administered in each member's respective county, except for members residing within the front range area





# Transportation Broker

- Transportation providers serving the nine front range counties can no longer directly bill the Colorado Medical Assistance Program for NEMT
- All NEMT services for the nine front-range counties must be:
  - Authorized
  - Approved
  - Arranged &
  - Paid, through First Transit
- Note: First Transit is the only NEMT broker contracted with Medicaid





# Transportation Broker

- First Transit manages Non-Emergency Medical Transportation (NEMT) program for providers whose members reside within the following nine front range counties:

- Adams
- Arapahoe
- Boulder
- Broomfield
- Denver
- Douglas
- Jefferson
- Larimer
- Weld





# Transportation Broker

If you are a transportation provider wanting to provide  
NEMT services

or

Have a member in need of transportation within the nine  
counties listed, please contact:

**First Transit – Colorado NEMT**

**1-855-677-6368**

Or visit their website at: [www.medicaidco.com](http://www.medicaidco.com)



# NEMT

- Members in the following programs do not qualify for non-emergency transportation benefits:
  - CHP+
  - OAP-state only (Old Age Pension)
  - Qualified Medicare Beneficiary (QMB)
  - QI-1 (Qualified Individuals-1)
  - SLMB (Specified Low Income Medicare Beneficiaries)





# County Responsibilities

- As the State Designated Entity (SDE), the Department of Human/Social Services (DHS) in each county is responsible for:
  - approving services
  - arranging NEMT for Medicaid members
- The SDE is required to query members requesting NEMT:
  - To determine that the member is being transported to a Medicaid covered service
  - To ensure that the member has exhausted all means of accessing free transportation





# County Responsibilities

- SDEs are required to inform members in writing of any requested transportation service that is being denied
  - Denial letter must include:
    - reason for denial
    - “Member Appeal Right” language & instructions
      - same language that is included on the back of all formal claim denials sent from the Department’s Fiscal Agent





# County Responsibilities

- Some counties have elected to opt out of their transportation administration duties by contracting with private transportation brokers
  - This option for counties is valid as long as there is no additional cost to Colorado Medical Assistance Program





# County Responsibilities

- Private transportation brokers & the counties they represent are:

**Red Willow, Inc. (San Luis Valley Transportation)**  
**719.589.5734**



## **Counties:**

- Alamosa
- Costilla
- Conejos
- Rio Grande
- Mineral
- Saguache

**North Eastern Colorado Transportation Authority**  
**970.522.6440**



## **Counties:**

- Sedgwick
- Phillips
- Yuma
- Logan
- Morgan
- Washington





# County Responsibilities

- Although SDEs may be notified of changes or updates to programs, appeals and rules, rates, etc., the SDE is responsible for staying informed
- For updates and changes, refer to:
  - Provider Bulletins
  - Agency Letters
  - Web Portal messages





# Modes of Transportation

## Mobility Vehicles

- **Provided when:**
  - member has no transportation
  - this option is least costly
  - most appropriate mode for member's condition
- May transport multiple parties at the same time
- Does not calculate charges based upon a meter
- May use wheelchair van billing codes only when:
  - member is a physician-certified wheelchair user and
  - vehicle has appropriate wheelchair equipment





# Modes of Transportation

## Wheelchair Van

- **Only a benefit when:**
  - member is physician-certified wheelchair user
  - vehicle has been appropriately modified
- Oxygen administration is allowed
  - when medically necessary
- Unlike mobility vehicles, wheelchair van service is not regulated by Public Utilities Commission (PUC)
- May use mobility vehicle billing codes only when:
  - member isn't physician-certified wheelchair user



# Modes of Transportation

## Bus or Train

- **Benefits are provided when:**
  - member is traveling a great distance
  - it is the least costly means of transportation
  - member's health condition is poor
  - appropriate for in-state and out-of-state travel
  - no PAR required
  - for train, use procedure code A0110





# Modes of Transportation

## Air

- **For air ambulance, helicopter & commercial air**
  - PAR required
  - PAR must be:
    - completed by the SDE &
    - submitted to ColoradoPAR Program





# Non-Emergency Air Transportation

- NEMT Benefits are provided when:
  - Point of pickup is inaccessible by land vehicle
  - Point of pick up is accessible by a land vehicle
    - But great distances prohibit transporting
  - Great distances prohibit transporting member to the nearest appropriate location and member needs immediate attention
  - Patient is suffering from an illness that makes other forms of transportation inadvisable





# Mileage Reimbursement

- For mileage reimbursement, you must provide the SDE with:
  - Name & address of vehicle owner
  - Destination address
- Reimbursement Rules
  - SDEs should route trip using mapping or similar GPS program to determine mileage
  - Print map page for documentation
  - Trip must be most direct route to and/or from medical appointment with closest qualified provider
  - Service must be a benefit of the Colorado Medical Assistance Program





# Multiple Riders

- When NEMT services are:
  - Provided by multi-passenger vehicle
  - For more than one member at a time:
    - Member traveling furthest distance is reimbursed at full rate
    - Member traveling second furthest distance is reimbursed at ½ rate
    - Any additional member(s) shall be reimbursed at ¼ rate of the first member
    - No PAR required





# Out-Of-State Transportation

- Requirements
  - Provider must verify that out-of-state service has been authorized
  - Medical necessity requirements must be certified by member's physician
  - SDE must obtain the prior approval from the ColoradoPAR Program
- If member requires out-of-state transportation, contact ColoradoPAR Program
  - 1-888-454-7686





# Ancillary Services

- All ancillary services require prior authorization by The ColoradoPAR Program:

## Meals and lodging

- Only authorized if trip cannot be completed in one calendar day

## Escort

- May accompany at-risk adults or children



# Units of Service

- Units may represent the number of one-way trips or number of miles

## For meals and lodging

- 1 unit = 1 day of lodging
- 1 unit = total meals for 1 day
- Lodging per day = \$35.03
- Meals per day = \$15.41

**Note:** Only 1 meal (1 unit) allowed per day

## For transportation by bus, train or air

- Units represent number of one-way trips taken
- Do not bill mileage
- Must provide receipt



# Over-the-Cap Expenses

- Over-the-cap expenses are expenses exceeding maximum allowable
- Mental health hold members only qualify when being transported to Fort Logan or the State facility in Pueblo
- PAR documentation must indicate:
  - that requested mode is most appropriate and least costly method of transportation for member
  - medical condition and extenuating circumstances (in detail) to support approving an over-the-cap request
- PAR must include documentation that:
  - care is not available in member's local community
  - member is seeing closest, appropriate, Colorado Medical Assistance Program provider





# Over-the-Cap Expenses (cont.)

- Expenses exceeding maximum allowable cap
  - Mental health hold members only qualify if being transported to:
    - Fort Logan
    - State facility in Pueblo
  - PAR documentation must indicate that the requested mode is:
    - Most appropriate
    - Least costly method of transportation





# Over-the-Cap Expenses (cont.)

- PAR must include documentation that:
  - Indicates (in detail) the medical condition and extenuating circumstances to support approving an over-the-cap request
  - Care is not available in member's local community
  - Member is seeing closest, appropriate, Colorado Medical Assistance Program provider





# Transportation Billing Instructions

- Use diagnosis code 780 for all NEMT claims
  - Regardless of diagnosis
- For Place of Service Code
  - Enter '41' for land transportation
  - Enter '42' for air transportation
- Span dating is not allowed
- Claims that require attachments must be billed on paper





# Benefit and Billing Information

For detailed benefit and billing information refer to:

[www.colorado.gov/hcpf/ProviderServices](http://www.colorado.gov/hcpf/ProviderServices)

Billing Manuals → Transportation





# Common Denial Reasons

## **Timely Filing**



Claim was submitted more than 120 days without a LBOD

## **Duplicate Claim**



A subsequent claim was submitted after a claim for the same service has already been paid.

## **Bill Medicare or Other Insurance**



Medicaid is always the “Payor of Last Resort”. Provider should bill all other appropriate carriers first

## **PAR not on file**



No approved authorization on file for services that are being submitted

## **Total Charges invalid**



Line item charges do not match the claim total





# Claims Process - Common Terms



**Reject**

Claim has primary data edits – **not** accepted by claims processing system



**Denied**

Claim processed & denied by claims processing system



**Accept**

Claim accepted by claims processing system



**Paid**

Claim processed & paid by claims processing system



# Claims Process - Common Terms



Correcting  
under/overpayments,  
claims paid at zero &  
claims history info

**Adjustment**



Re-bill previously  
denied claim

**Rebill**



Claim must be  
manually reviewed  
before adjudication

**Suspend**



“Cancelling” a  
“paid” claim  
(wait 48 hours to  
rebill)

**Void**



# Adjusting Claims

- **What is an adjustment?**

- Adjustments create a replacement claim
- Two step process: Credit & Repayment

## Adjust a claim when:



- Provider billed incorrect services or charges
- Claim paid incorrectly

## Do not adjust when:



- Claim was denied
- Claim is in process
- Claim is suspended





# Adjustment Methods

## Web Portal

- Preferred method
- Easier to submit & track



16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION					
MM		DD		YY	
FROM				TO	
18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES					
MM		DD		YY	
FROM				TO	
20. OUTSIDE LAB?			\$ CHARGES		
<input type="checkbox"/> YES <input type="checkbox"/> NO					
22. RESUBMISSION CODE			ORIGINAL REF. NO.		
23. PRIOR AUTHORIZATION NUMBER					

## Paper

- Use Medicaid Resubmission **Reason Code 7** to **replace** a prior claim or **Reason Code 8** to **void/cancel** a claim. The TCN that needs to be **replaced or voided** is the original reference number. Providers will continue to see Reason Code 406 for replacement claims and Reason Code 412 for voided claims on the Provider Claim Reports.



# Provider Claim Reports (PCRs)

- Contains the following claims information:
  - Paid
  - Denied
  - Adjusted
  - Voided
  - In process
- Providers required to retrieve PCR through File & Report Service (FRS)
  - Via Web Portal





# Provider Claim Reports (PCRs)

- Available through FRS for 60 days
- Two options to obtain duplicate PCRs:
  - Fiscal agent will send encrypted email with copy of PCR attached
    - \$2.00/ page
  - Fiscal agent will mail copy of PCR via FedEx
    - Flat rate- \$2.61/ page for business address
    - \$2.86/ page for residential address
- Charge is assessed regardless of whether request made within 1 month of PCR issue date or not





# Provider Claim Reports (PCRs)

## Paid

\*\*\*\*\*  
\* CLAIMS PAID \*  
\*\*\*\*\*

INVOICE NUM	CLIENT NAME	STATE ID	TRANSACTION CONTROL NUMBER	DATES OF SVC FROM TO	TOTAL CHARGES	ALLOWED CHARGES	COPAY PAID	AMT OTH SOURCES	CLM PMT AMOUNT
7015	CLIENT, IMA	Z000000	040800000000000001	040508 040508	132.00	69.46	2.00	0.00	69.46
PROC CODE - MODIFIER 99214 -					040508 040508	132.00	69.46	2.00	
TOTALS - THIS PROVIDER / THIS CATEGORY OF SERVICE					TOTAL CLAIMS PAID	1	TOTAL PAYMENTS		69.46

## Denied

\*\*\*\*\*  
\* CLAIMS DENIED \*  
\*\*\*\*\*

INVOICE NUM	CLIENT NAME	STATE ID	TRANSACTION CONTROL NUMBER	DATES OF SERVICE FROM TO	TOTAL DENIED	DENIAL REASONS ERROR CODES
STEDOTCCIOT	CLIENT, IMA	A000000	308000000000000003	03/05/08 03/06/08	245.04	1348
TOTAL CLAIMS DENIED - THIS PROVIDER / THIS CATEGORY OF SERVICE						1

THE FOLLOWING IS A DESCRIPTION OF THE DENIAL REASON (EXC) CODES THAT APPEAR ABOVE:

1348	The billing provider specified is not a fully active provider because they are enrolled in an active/non-billable status of '62', '63', '64', or '65' for the FDOS on the claim. These active/non-billable providers can't receive payment directly. The provider must be in a fully active enrollment status of '60' or '61'.	COUNT 0001
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# Provider Claim Reports (PCRs)

## Adjustments

## Recovery

***** * ADJUSTMENTS PAID * *****										
INVOICE --- CLIENT	-----	TRANSACTION	DATES OF SVC	ADJ	TOTAL	ALLOWED	COPAY	AMT OTH	CLM PMT	
NUM ----- NAME -----	STATE ID	CONTROL NUMBER	FROM	TO RSN	CHARGES	CHARGES	PAID	SOURCES	AMOUNT	
Z71 CLIENT, IMA	A000000	40800000000100002	041008	041808 406	92.82-	92.82-	0.00	0.00	92.82-	
PROC CODE - MOD T1019 - U1			041008 091808		92.82-					
Z71 CLIENT, IMA	A000000	40800000000200002	041008	041808 406	114.24	114.24	0.00	0.00	114.24	
PROC CODE - MOD T1019 - U1			041008 041808		114.24					
NET IMPACT					21.42					

## Repayment

## Net Impact

## Voids

### \* ADJUSTMENTS PAID \*

INVOICE - CLIENT	-----	TRANSACTION	DATES OF SVC	ADJ	TOTAL	ALLOWED	COPAY	AMT OTH	CLM PMT	
NUM ----- NAME -----	STATE ID	CONTROL NUMBER	FROM	TO RSN	CHARGES	CHARGES	PAID	SOURCES	AMOUNT	
A83 CLIENT, IMA	Y000002	40800000000100009	040608	042008 212	642.60-	642.60-	0.00	0.00	642.60-	
PROC CODE - MOD T1019 - U1			040608	042008	642.60-	642.60-				
NET IMPACT					642.60-					





# Provider Services

**Xerox**

**1-800-237-0757**

Claims/Billing/ Payment

Forms/Website

EDI

Enrolling New Providers

Updating existing provider profile

**CGI**

**1-888-538-4275**

Email [helpdesk.HCG.central.us@cgi.com](mailto:helpdesk.HCG.central.us@cgi.com)

CMAP Web Portal technical support

CMAP Web Portal Password resets

CMAP Web Portal End User training



# Thank You!

